

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 JAN 16-31 Manual pay & health ins. update	3 JAN 16-31 Manual pay & health ins. update	4 JAN 16-31 Manual pay & health ins. update	5 JAN 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 JAN 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7
8	9 JAN 16-31 Update/ health ins.	10 JAN 16-31 Update/ health ins.	11 JAN 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12 JAN 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 JAN 16-31 No Update PAYDAY	14
15	16 FEB 1-15 Manual pay & health ins. update ACTIVATE DUES FOR UTILITY #'s 4003, 4008, 4020	17 FEB 1-15 Manual pay & health ins. update	18 FEB 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payro	19 FEB 1-15 Manual pay Update. Files go down at 1:00 and remain down. RUN PAYROLL	20 FEB 1-15 No Update	21
22	23 FEB 1-15 Update/ health ins	24 FEB 1-15 Update/ health ins	25 FEB 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	26 FEB 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	27 FEB 1-15 No Update PAYDAY	28
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